

NEW UNIT OPERATIONS BUDGET AND ANNUAL FINANCIAL REPORT FORMS

SUBMITTING THE FORM

FORMS MUST BE COMPLETED BY **OCTOBER 1** OR (AT THE DISCRETION OF THE District Leader) BY **MARCH 1**.

THE OPERATIONS BUDGET SHOULD BE COMPLETED PRIOR TO THE ANNUAL FINANCIAL REPORT.

All Sections must fill out these forms. Sub-units (Subsections, Groups and Technical Chapters) should complete it as follows:

Subsections and Groups Units may opt to file separately from Sections, or to put through their Section.

Technical Chapters Units must submit Operation Budget and Annual Financial Report through the Section.

FORMS

PDF - BUDGET & FINANCE REPORT FORM (PDF Download - [Adobe Acrobat](#) is necessary)

XLS - BUDGET & FINANCE REPORT FORM (MS Excel version - Download File and Open In Excel)

OPERATIONS BUDGET - PDF Versions Only

1. Each column should be completed and figures should be rounded to the nearest dollar. The Column 'Variance' is equal to the difference between the amount budgeted and the actual amount received/spent during the past year. Negative differences should be indicated in parentheses.
2. Once all the individual items are completed, please add up the line items to determine the subtotals and the Total Revenue and Total Expenditures.
3. Enter the appropriate District Letter, the Section Code, and the formal Section Name. If the form is lodged by a sub-unit, the sub-unit lodging the form should indicate the umbrella Section then check the appropriate box type and indicate the unit (Subsection, Group or Technical Chapter).

ANNUAL FINANCIAL REPORT

1. Copy figures from Actual column in the Operations Budget to Annual Financial Report.
 - Copy the subtotals from the Operations Budget sheet from the Past Year- Actual column to the Expenditures section on the Annual Financial Report.
 - Copy the Past Year - Actual/ Total Expenditures and Total Revenue figures from the Operations Budget to the Annual Financial Report Expenditure and Revenue Subtotal items.
 - Copy individual Revenue line items from the Actual column in the Operations Budget to Revenue line items in the Annual Financial Report.
 - Copy Revenue-Subtotal to Current Fiscal Year Revenue and Expenditure - Subtotal to Current Fiscal Year Expenditures = Total Expenditure
2. Fill in the Unit's bank balance plus any other cash assets for the beginning of the fiscal year (July 2009) and add together to determine Total Assets as of July '09. Similarly repeat the process for Total Assets as of June 30, 2010.
3. Subtract Current Fiscal Year Expenditures from Current Fiscal Year Revenue to determine the Surplus/Deficit.

4. To determine Current Assets, add the surplus or subtract the deficit to Total Assets as of July 1, 2009. THIS FIGURE SHOULD MATCH THE FIGURE IN TOTAL ASSETS AS OF JUNE 30, 2010. If the figures don't match, please explain on the lines provided.
5. Fill in your Bank details and indicate sub-units if applicable. Also indicate where the check should be mailed. Section details need to be re-entered with the information from the Operations Budget.
6. Please ensure two appropriate Section members authorize the authenticity of the reports.

If you experience any difficulties, please contact Unit Support at unitsupport@asme.org.